



E-rate Form 498 for Libraries

Lauren Abner

June 2016

Updated 11/22/2016

Disclaimers



- These instructions represent my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can come only from the FCC and USAC.**
- During the FY 2016-17 filing window, USAC is working constantly to fix technical problems and other errors in both EPC and in training documents. What I present today is correct to the best of my knowledge, but what you see in EPC may be different.

What is the Form 498?

- New for 2016 – file within the E-rate Productivity Center (EPC) portal
- Provides direct deposit information for E-rate invoicing
- **Required only for libraries that use Billed Entity Applicant Reimbursement (BEAR) Forms** to receive funding after paying the full bill upfront

Why is this a good thing?

- Only required once – unless banking information changes
- Service providers are removed from the BEAR Form process
- Reimbursement via direct deposit will happen in about 6 calendar days – it was about 30 for the old system

How many 498s do I need?

- **Q: *Must I file a Form 498 for each of my branches?***
 - A: No. Your library system has a Billed Entity Number (BEN) that handles E-rate filing on behalf of all your branches. If you have one bank account where you want all E-rate reimbursement to be deposited, then you need only one form.
- **Q: *Can I submit multiple Forms 498 if I want to use two or more bank accounts for reimbursement?***
 - A: Yes, you can file a different Form 498 for each bank account you want to reference on the BEAR form.

Who Should Complete and Certify the Form 498?

- EPC users with the Form 498 permission level of **“General Financial Contact”** can fill out the form but cannot certify it.
- EPC users with the Form 498 permission level of **“School or Library Official”** can both fill out and certify the form.
- Even if another staff member fills out the Form 498, **the library director should be the certifier since s/he has authority in the library’s financial matters.**
- See slides 9-12 for instructions on updating permission levels.

Info you need

- **Federal Employer Identification Number (EIN)**
- **FCC Registration Number** – this is part of your library system's profile in the E-rate Productivity Center and will auto-populate in the form
- **DUNS Number** – see next two slides
- **Banking info** - name of bank, transit (routing) number, and account number

More on DUNS Numbers (1/2)

- Most libraries already have a DUNS number assigned.
- Find your number by calling (866) 705-5711 or researching at the Dun & Bradstreet website:
<https://www.dandb.com/dunsnumberlookup/>
(search results are emailed immediately)
- You can also use the DUNS search on E-rate Central by entering your library's Billed Entity Number:
<http://e-ratecentral.com/us/stateInformation.asp?state=KY>

D-U-N-S Lookup

BEN:

Search

More on DUNS Numbers (2/2)

- If you need to create a DUNS number, go to this page of the Dun & Bradstreet website:
<https://www.dandb.com/product/companyupdate/companyupdateLogin?execution=e2s1>
- Information you'll need:
 - Library name & address
 - Name of organization owner (library director)
 - Legal structure (corporation)
 - Year the organization started
 - Primary type of business (government grantee)
 - Total number of employees (full and part-time)

Updating User Permissions

You may need to update permissions before starting or certifying a Form 498.

Account Admin Makes Changes

My Landing Page



Welcome, Pioneer County Public Library System!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 470](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

The EPC Account Administrator for the library can change user permissions.

From the landing page, click on the Manage Users link near the upper right corner.

Issued Date

No items available

My Entities

Entity	Entity Number	City	State	Zip Code
Pioneer County Public Library System	208	Boonesburg	KY	40069
Loganville Branch Library	209	Loganville	KY	40078

Manage User Permissions

News Tasks (9) Records Reports **Actions** Lauren Abner - Appian

USAC TRAINING

Manage Users

Existing Organizations

<input checked="" type="checkbox"/> Organization ID	City	State
<input checked="" type="checkbox"/> Pioneer County Public Library System	Boonesburg	KY

Cancel Create a New User Add and Remove Existing Users Manage User Permissions

Check the box beside the library's name, then click on the Manage User Permissions button.

If you need to add a new user, use the Create a New User button.

498 Permission

Manage User Permissions

Organization Details

Name	Pioneer County Public Library System	FCC Registration Number	0123456789
Address	100 Main Street Boonesburg, KY 40069	Organization Type	Applicant
Mailing Address	100 Main Street Boonesburg, KY 40069	Phone Number	111-222-3333
		Email	library.system10

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks. The table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.

Name	Email	Apply All	470 Permission	471 Permission	498 Permission	Form Mod Permission
Lauren Abner	library.system10.user1@mailinator.com	<input type="checkbox"/>	Full	Full	School or Lib	Full
Susie Librarylady	susie.librarylady@mailinator.com	<input type="checkbox"/>	Full	Full	School or Library Official	Full
Jay Peterson	jay.peterson@mailinator.com	<input type="checkbox"/>	Full	Full	School or Lib	Full

Descriptions of the Form 498 permission levels appear here.

On the grid of user permissions, change the 498 Permission for the appropriate user, the click on Submit.

Cancel

Submit

Form 498 Walkthrough

Locating the Form 498 in EPC

My Landing Page



Welcome, Pioneer County Public Library System!

Log into the E-rate
Productivity Center:

<http://portal.usac.org>

71 | [Manage Users](#) | [Manage](#)

Notifications

Notification Type

Status ☒ All

Funding Year

☐ Generated

Notification	Description

Generated On

My Entities

Entity	Entity Number	City	State	Zip Code
Pioneer County Public Library System	208	Boonesburg	KY	40069
Loganville Branch Library	209	Loganville	KY	40078
Pioneer County Public Library Main Branch	210	Boonesburg	KY	40069
Pioneer County Bookmobile	211	Boonesburg	KY	40069

On the landing page,
click on the name of
your library/system
under My Entities.

Related Actions

The screenshot displays the Appian user interface for a record titled '#208 - Pioneer County Public Library System'. The top navigation bar includes 'News', 'Tasks (8)', 'Records' (selected), 'Reports', and 'Actions'. The user 'Lauren Abner' is logged in. The left sidebar shows a 'Summary' section with a 'Related Actions' link highlighted by a blue box. A blue arrow points from this link to a text box that says 'Click on the Related Actions link.' The main content area shows the record details, including 'Organization Details', 'Contact Information', 'Account Administrator', and 'General Contact'. The 'Organization Details' section includes fields for Name, Entity Number, FCC Registration Number, Applicant Type, and Status. The 'Contact Information' section includes Physical Address, Mailing Address, and Website URL. The 'Account Administrator' section shows the name 'Lauren Abner'.

News Tasks (8) **Records** Reports Actions

Lauren Abner - Appian

USAC TRAINING

Summary >

Related Actions

Customer Service

Additional Information

Discount Rate

Contracts

FCC Forms

Records / Applicant Entities

#208 - Pioneer County Public Library System Follow

Create a New User Add or Remove Existing ... Manage User Permissions ...

Organization Details

Name	Pioneer County Public Library System	Applicant Type	Library System
Entity Number	208	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	100 Main Street Boonesburg, KY 40069	Phone Number	833
Mailing Address	100 Main Street Boonesburg, KY 40069	Email	library.system10.user1@mailinator.com
		Website URL	

Account Administrator

Name	Lauren Abner
------	--------------

General Contact

Create FCC Form 498



Summary
News

Related Actions »

Customer Service
Additional Information
Discount Rate
Contracts
FCC Forms

Records / Applicant Entities

#208 - Pioneer County Public Library System [Follow](#)



Create a New User

This function allows you to create a user for your entity.



Add or Remove Existing Users

This process allows user to add and remove users from an organization



Manage User Permissions

This function allows you manage the permissions for one or more users.



Manage Organization

This function allows you to update information about an entity or BEN.



Modify Account Administrator

This process allows you to transfer the Account Administrator function to another individual.



Create a Custom

This function allows



Manage General

This function allows



Manage Organization Relationships

Process to relate an Organization to another Organization



Create FCC Form 470

This function allows you to create an FCC Form 470 for your entity.



Create FCC Form 471

This function allows you to create an FCC Form 471 for your entity.



Manage Contracts

Create, edit, and remove contracts for your organization



Create FCC Form 498

This function allows you to create an FCC Form 498 for your entity.

Click on the Create
FCC Form 498 link.

c request or an attachment.

Form 498 – 1st page

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library direct deposit FY 2016-17 -

Basic Information

General Financial
Contact

Organization
Numbers

Remittance
Information

Associated B

Application Nickname

Please enter an application nickname here*

Pioneer County Public Library direct deposit FY 2016-17

Organization Information

Name

Pioneer County Public Library System

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Holding Company Name

Mailing Address

100 Main Street
Boonesburg, KY 40069

Federal EIN, or TAX ID Nu

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate under the 'Tasks' tab.

Delete Form

Save and Continue

Enter a nickname on this page—that is the only information you should enter. **Leave ALL other fields blank.** Then click on the Save and Continue button.

General Financial Contact (1/2)

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library direct deposit FY 2016-17 - 443000028

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs

General Financial Contact of Pioneer County Public Library System

Enter General Financial Contact

Lauren Abner

First
Lauren

Middle Initial

Last
Abner

Phone Number
502-564-1728

Phone Number Extension

E-mail
library.system10.user1@mailinator.com

Street Address
100 Main Street

Address Line 2

City
Boonesburg

State
KY

Zip Code
40069

Zip Code Extension

Enter a name for the General Financial Contact (**must be an EPC user**). When you start typing, the name should pop up—click on it, and the system will pull the contact information from the user's EPC profile.

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form

Previous

Save and Continue

Federal EIN and DUNS numbers

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library direct deposit FY 2016-17 - 443000028

Basic Information

General Financial
Contact

Organization
Numbers

Remittance
Information

Library
Official Certification

Further Details

Federal Employer Identification Number*

55555555

Dun and Bradstreet Number (DUNS)*

66666666

FCC Registration Number

0123456789

**Enter the library's
Federal Employer
Identification Number
(EIN) and Dun and
Bradstreet Number
(DUNS). Don't use
dashes, hyphens, or
spaces.**

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form

Previous

Save and Continue

Remittance Information

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form provides the necessary banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library direct
443000028

Basic Information General Financial Contact Organization Numbers **Remittance Information** Associated BENs

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
☒ Yes

Contact Information

First Name	Phone Number
Lauren	02-564-1728
Last Name	Phone Number Extension
Abner	
Middle Initial	Email Address
	library.system10.user1@m
Title	
KDLA Technology Consultant	

Enter a Remittance Contact; this person will receive e-mail notifications when E-rate reimbursement has been transferred into the library's bank account. **The Remittance Contact does NOT have to be an EPC user.** If the General Financial Contact and Remittance Contact are the same person, check the box and the contact information will auto-populate.

Financial Information

Remittance Financial Institution*	Financial Institution Account Number for ACH*
Pioneer County Bank	1111111111
ACH Financial Institution Transit Number*	
999999999	

Enter the name of the library's bank, the transit (routing) number, and the account number.

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form Previous Save and Continue

Additional BENs – Leave Blank!

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library direct deposit FY 2016-17 - 443000028

Basic Information

General Financial
Contact

Organization
Numbers

Remittance
Information

Associated BENs

Principal
Communication
Types

School or Library
Official Certification

Block 14: Billed Entity Number/FCC Form 498 Association

If you are an entity that has chosen to receive your E-rate Program payments directly (BEAR invoicing), please enter the Billed FCC Form 498.

Billed Entity Number	Billed Entity Name
208	Pioneer County Public Library System

Add Additional BEN Number

[Add to List](#)

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form

Previous

Save and Continue

DON'T add any additional BENs on this page!

Service Identification

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library direct deposit FY 2016-17 - 443000028

Basic Information

General Financial
Contact

and BENs

Principal
Communication
Types

School or Library
Official Certification

Service Identification

Principal
Communication
Type

School/Library or other Billing

**No additional
information
needed—click on
Continue to
Certification.**

Delete Form

Previous

Continue to Certification

Continue to Certification

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library
443000028

Basic Information	General Financial Contact	Organization Numbers	Remittance Information	Associated
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Service Identification

Principal Communication Type: School/Library or other Billed Entity Recipient

Delete Form

Once submitted for certification, information in this FCC Form 498 can only be edited by a School or Library Official until it is certified. Do you wish to continue?

After clicking on Continue to Certification, a warning reminds you that only users with the permission level "School or Library Official" will be able to edit the form later. Click on Yes.

Review Data

Review Data

Please carefully review the data entered on the form for accuracy.
FCC Form 498 #443000028

☒ I have reviewed this form and have determined the information to be accurate.

I certify that I am a School or Library Official of the above-named entity, and that I am a
above named entity.

Persons willfully making false statements on this form can be punished by fine or forfeiture
220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C.

☒ I certify.

Select the checkbox to certify your FCC Form 498 Pioneer County Public Library direct deposit FY 2016-17

A download link will appear under Tasks when the PDF version of the certified form is ready to be
downloaded

Reject and Delete Form

Previous

Certify

Click on the hyperlink with the FCC Form 498 #. A separate window or tab will open so you can double-check what you entered. Click on the Previous button to go back and make changes.

If you're satisfied that all information was entered correctly, check both boxes. The Certify button will turn green—click on it.

Download Form 498 from Tasks List

The screenshot shows the USAC TRAINING interface. The top navigation bar includes 'News', 'Tasks (9)', 'Records', 'Reports', and 'Actions'. The 'Tasks (9)' tab is highlighted with a red circle. On the left sidebar, under 'Assigned to Me', there are options for 'Sent by Me' and 'Starred'. The 'Status' section shows 'Open' with a close icon. The 'Deadline' section shows 'Overdue Today' and 'Within 7 days'. The main content area has a search bar with the text 'Click here to send a task...'. Below the search bar, a task entry is highlighted with a red box. The task entry includes a checkmark icon, the text 'Me', the task description 'Download PDF for FCC Form 498 - Pioneer County Public Library direct deposit FY 2016-17 - 443000028', and the time 'A moment ago' with a star icon. A yellow callout box points to the task entry with the text: 'After you certify the form, click on the Tasks list. A link to a download page will appear. Save the PDF you download for your E-rate records.'

Your library's Form 498 ID



Pioneer County Public Library direct deposit FY 2016

FCC FORM 498

Form #443000028

Page 1 of 2

Form 498 IDs are nine-digit numbers starting with 443.

Organization Information

Name: Pioneer County Public Library System

Mailing Address: 100 Main Street Boonesburg, KY 40069

Doing Business As:

Federal EIN: 555555555

Dun and Bradstreet Number (DUNS): 666666666

FCC Registration Number: 0123456789

Point of Contact:

Holding Company

Name:

Federal EIN:

General Financial

Name: Lauren Abner

Title: KDLA Technol

Phone: 502-564-172

Email: library.system

Physical Address: 1
KY 40069

Your library's Form 498 ID is listed on the copy of the form you download from the Tasks list. You'll need this number to validate your library's banking information and to list on BEAR forms after July 1.

Validation of Banking Information

Documentation to Provide

- You'll need to send at least one of the following to USAC after certifying your Form 498:
 - **First page of a banking statement** that clearly indicates the library name, bank name, transit (routing) number, and account number; **OR**
 - **Voided check** that indicates the library name, bank name, routing number and account number.

Method #1 (Preferred) – Submit Online

Revised URL:

<https://efile.universalservice.org/ContributorManagement/V1/BankValidation>

After certifying the Form 498, you can upload banking documentation. Starting in late June, email notices will direct Form 498 filers to this page.

This field requests the library's Form 498 ID found in the upper right corner of the certified form.



E-FILE

UPLOAD DOCUMENTS

To: Processing Team

Company Name

Confirmation No/Filer ID/Form 498 ID

Name (first, middle initial, last)

Phone Number

Email

i Please attach only one file; acceptable extensions are 'png', 'bmp', 'jpeg', 'jpg', 'gif', 'doc', 'docx', 'pdf', 'xls', 'xlsx', 'ppt', or 'ppx'.

Attachment:

No file chosen

Send

Exit

Email Notification

If you have not uploaded your documentation, you may receive an email notice from USAC directing you to do so.

From: USAC Customer Support [<mailto:customersupport@usac.org>]
Sent: Tuesday, June 21, 2016 4:59 PM
To: [REDACTED]
Subject: Banking Information Required for 498 ID (SPIN)

Send USAC a clear image of a voided check or a statement from your financial institution.
[View this message as a web page](#)



Helping Keep Americans Connected | www.usac.org

Banking Information Required for 498 ID

[REDACTED],

We have begun reviewing your FCC Form 498 application for [REDACTED], and need additional information in order to issue your [498 ID](#) to be used on your BEAR* invoice:

1. A clear image of a voided check, or
2. A statement from your financial institution that includes the bank name and your account number.

Please [submit the documentation](#) online. In the form, provide this information:

- Confirmation No./ Filer ID / Form 498 ID: **443** [REDACTED]
- Company Name: [REDACTED]

If you need further assistance, please call us, Monday through Friday from 9:30 am to 4:30 pm ET, at (888) 641-8722 and select option 5, then Option 2, or [email us](#) any time.

Thank you,

USAC Customer Support
(888) 637-6226; finopsprocessing@usac.org
usac.org/si

*Billed Entity Applicant Reimbursement (BEAR) for the Schools and Libraries (E-rate) Program

Method #2 –Fax Banking Documents to USAC

Libraries that filed the Form 498 before late June 2016 have received email notices asking for banking documents to be faxed. While Method #1 is preferred, faxed documentation will still be accepted.

VERY IMPORTANT – In addition to the library name and Form 498 ID, make sure all pages of your fax clearly show the library's **Billed Entity Number (BEN)**.



Helping Keep Americans Connected | www.usac.org

Banking Information Required for 498 ID

[REDACTED],

We have begun reviewing your FCC Form 498 application for [REDACTED] COUNTY PUBLIC LIBRARY, and need additional information in order to issue your [498 ID](#) to be used on your BEAR* invoice:

1. A clear image of a voided check, or
2. A statement from your financial institution that includes the bank name and your account number.

Please fax the requested documentation to **(888) 637-6226**. On the fax cover sheet, please include:

- Attention: **FCC Form 498 Processing Team**,
- Reference Number: **4430 [REDACTED]** and
- FCC Form 498 Nickname: **[REDACTED] COUNTY PUBLIC LIBRARY**.

If you need further assistance, please call us, Monday through Friday from 9:30 am to 4:30 pm ET, at (888) 641-8722 and select option 3, or [email us](#) any time.

Thank you,

USAC Customer Support
(888) 637-6226; finopsprocessing@usac.org
usac.org/sl

*Billed Entity Applicant Reimbursement (BEAR) for the Schools and Libraries (E-rate) Program

Form 498 Rejection Notice

From: [REDACTED]
To: Abner, Lauren (KDLA)
Cc:
Subject: Fwd: Rejection for FCC Form 498 for [REDACTED] COUNTY PUBLIC LIBRARY - 443 [REDACTED]
Sent: Thu 6/23/2016 4:05

----- Forwarded message -----

From: **498 Bank Verification** <498BankVerification@usac.org>

Date: Thu, Jun 23, 2016 at 12:51 PM

Subject: Rejection for FCC Form 498 for [REDACTED] COUNTY PUBLIC LIBRARY - 443 [REDACTED]

To: "[REDACTED]" <[REDACTED]>

Dear [REDACTED],

USAC has reviewed your Form 498 for [REDACTED] COUNTY PUBLIC LIBRARY 498ID 443 [REDACTED] and are unable to process this request due to the following issue(s):

- The banking information entered on your FCC Form 498 does not match the banking documentation submitted for verification (banking account # does not match). Please submit new banking documentation or update the banking information on the FCC 498

If you have questions, please call us between 9:30 AM-4:30 PM ET Monday through Friday, at [\(888\) 641-8722](tel:8886418722) and select option 5, or email us at customersupport@usac.org.

Thank you,

USAC

The information contained in this electronic communication and any attachments is confidential or privileged information. If you are not the intended recipient, or the person to whom the communication is directed, you should not disseminate, forward, print, or otherwise use the information.

If your banking validation documents don't match the account information you listed on the Form 498, USAC will reject your form. You'll be asked to submit new documentation or to update your Form 498 (see next section).

tial or
unication

Form 498 Approval (1/2)

- Once the banking documentation is approved, USAC will send a confirmation email from FINOPS-Processing@usac.org. Then you'll be able to list your Form 498 ID on BEAR forms.
- USAC will maintain your documentation only as needed to validate your banking information or as required by the Federal Communication Commission's records requirements. These documents will otherwise be destroyed.

Form 498 Approval (2/2)

498 ID STATUS

Find out if your 498 ID is ready. Search the table below for your BEN (Billed Entity Number) or FCC 498 Form number.

498 ID Status : Sheet1		
443017356	2826	Approved
443017356	2829	Approved
443017356	2830	Approved
443017356	2831	Approved
443017356	2832	Approved
443017356	2834	Approved
443017356	2836	Approved
443017356	16080433	Approved
443017356	16084546	Approved
443017358	128000	Approved
443017359	4685	Certified
443017361	121581	Certified
443017361	4304	Certified
443017361	16023698	Certified
443017361	4303	Certified
443017361	4302	Certified
443017362	74143	Certified
443017363	16061328	Approved
443017365	131412	Certified

Certified = You have submitted a request to receive a nine-digit 498 ID and USAC is reviewing your form.

Approved = USAC has approved your request and you can now file the BEAR online.

Deactivated = Your 498 ID is no longer active. You will not be able to submit a BEAR.

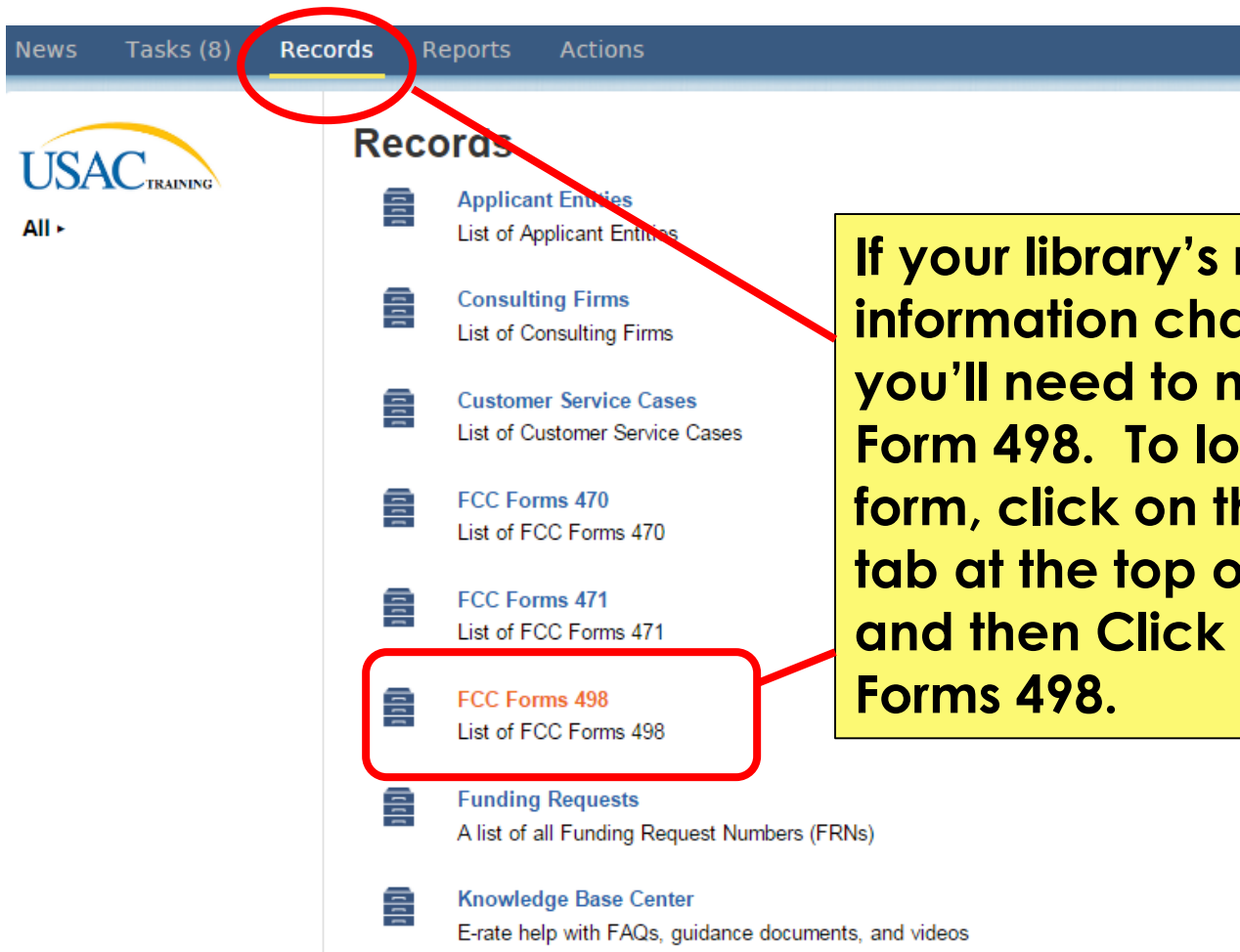
You can also use the Form 498 Status Tool to see if your form has been approved. Let the page load for 1 minute, then hit Ctrl + F and enter your library's Billed Entity Number.

<http://www.usac.org/sl/tools/498-ID-Status.aspx>

Modifying a Form 498

Necessary only if your library's remittance information changes.









Records Search



News Tasks (8) **Records** Reports Actions

USAC TRAINING
All ▶

Records

-  **Applicant Entries**
List of Applicant Entries
-  **Consulting Firms**
List of Consulting Firms
-  **Customer Service Cases**
List of Customer Service Cases
-  **FCC Forms 470**
List of FCC Forms 470
-  **FCC Forms 471**
List of FCC Forms 471
-  **FCC Forms 498**
List of FCC Forms 498
-  **Funding Requests**
A list of all Funding Request Numbers (FRNs)
-  **Knowledge Base Center**
E-rate help with FAQs, guidance documents, and videos

If your library's remittance information changes, you'll need to modify the Form 498. To locate the form, click on the Records tab at the top of the page and then Click on FCC Forms 498.

View List of Your Form(s) 498

The screenshot shows the USAC TRAINING interface. At the top, there is a navigation bar with tabs: News, Tasks (8), Records, Reports, and Actions. The 'Records' tab is selected. On the left side, there is a sidebar with the USAC TRAINING logo, a search bar labeled 'Search FCC Forms 498', and a filter section titled 'All' with a dropdown arrow. Under 'Status', there are three options: Certified, In Progress, and Deactivated. The main content area is titled 'FCC Forms 498'. A red box highlights a single entry: a blue square icon with the letters 'Pi', followed by the text 'Pioneer County Public Library direct deposit FY 2016-17 - #443000028' and 'Status: Certified'.

News Tasks (8) Records Reports Actions

USAC TRAINING

Search FCC Forms 498

All ▾

Status

- Certified
- In Progress
- Deactivated

FCC Forms 498

Pi Pioneer County Public Library direct deposit FY 2016-17 - #443000028
Status: Certified

Only your library's form should display. Click on the link to view the data.

Deactivate or Modify Form

Records / FCC Forms 498

Pioneer County Public Library direct deposit FY 2016-17 - #443000028 [Follow](#)

Application Information

Nickname Pioneer County Public Library direct deposit FY 2016-17
Form Number 443000028
Status Canceled

Click this button to deactivate a Form 498.

Deactivate FCC Form 498

Modify FCC Form 498

Created Date 6/2/2016 12:32 PM EDT
Created By library.system10.user1@mailinator.com
Last Modified Date 6/2/2016 1:54 PM EDT
Last Modified By library.system10.user1@mailinator.com

Last Modified Date
Last Modified By

Click on this button to modify a Form 498.

General Information

Form Nickname Pioneer County Public Library direct deposit FY 2016-17
Organization Name Pioneer County Public Library System
Mailing Address 100 Main Street

DBA or FKA Name
Holding Company Name
Federal EIN

Modifying the Form

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Pioneer County Public Library System - Pioneer County Public Library direct deposit FY 2016-17 - 443000028

Basic Information

General Financial
Contact

Organization
Numbers

Application Nickname

Please enter an application nickname here *

Pioneer County Public Library direct deposit FY 2016-17

Organization Information

Name

Pioneer County Public Library System

Name Company is Doing Business As (DBA) or Formerly Known As

Holding Company Name

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Cancel

Save and Continue

Edit each page as needed. You'll certify the form again—just like when you completed it the first time. If you change the banking information, you MUST resubmit a verification document.

Form 498 Questions?

- **Lauren Abner**, KDLA's Technology Consultant:
 - lauren.abner@ky.gov
 - (502) 564-1728
- **USAC Customer Operations:**
 - 1-888-641-8722 option 5
 - **NOTE:** This number is different than general customer service from the USAC Client Services Bureau (888-203-8100).
 - File a customer service case in the E-rate Productivity Center (EPC)